

**State Records Committee**

**Approval Signature Sheet**

**Records Retention Schedule**

**Application #920501-01**

Sheet 4 of 4

*Schedule Number:* 94-0013

*Effective Date:* 08/23/94

*Creating Agency:* Department of Education  
Georgia Education Leadership Academy  
Leadership Development Program

*Series Title:* Staff Development Unit (SDU) Credit Verification Files.

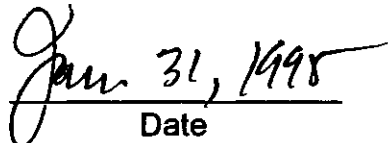
*Dates Covered:* 1986 - [ongoing]

*Access:* Open

*Approved  
Disposition  
Instructions:* Cut off at end of fiscal year  
Hold file in current files area five (5) years.  
Destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application.

  
\_\_\_\_\_  
Edward Weldon  
Secretary of State Designee

  
\_\_\_\_\_  
Date



## APPLICATION FOR RECORDS RETENTION SCHEDULE

1054

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

920501-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Georgia Education Leadership Academy Suite 1862 Twin Towers East Atlanta, GA. 30334	Application Number 94-0013	
Application Number		Date Received MAY - 1 1992	Date Completed 8/23/94
2. Person to Contact Don Splinter		Working Title Coordinator	Telephone Number (404) 656-4461
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1986		5. Records Series Title (followed by title used in office, if different) Leadership Development Program SDU (Staff Development Unit) Credit Verification Files	
Latest to Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Education Leadership Academy (GELA) was created by the Quality Basic Education Act (QBE) to provide educational leadership personnel with continuous opportunity for professional development. Areas addressed by GELA include educational skills development, management skills development, personnel selection models including the NASSP Assessment Center, information dissemination and locally developed programs. QBE states that all persons employed by a Local Unit of Administration (LUA) must have an annual evaluation conducted by a trained evaluator. QBE further states that there will be a uniform state-wide evaluation procedure for certain "certified" personnel, including leadership, teachers, media specialists, school counselors, speech-language pathologists, school social workers and school psychologists. Seven evaluation programs and corresponding evaluator training programs were developed to meet this requirement. The GLEA was given the responsibility for coordinating the evaluator training effort and maintaining evaluator training records.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Documenting completion of Leadership Development Program requirements  Included are: DE Form 0224 - Staff Development Unit Credit Form          Chronologically by Fiscal Year; thereunder alphabetically by name of File is arranged: Training Activity; thereunder alphabetically by participant name.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1/2 Lateral Drawer</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? Participant is given the original of Training Record.
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Individual Trainee/Original Copy
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

## 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	N/A	years.	e. Administrative need	5	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

## 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 5 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

\*Legal Requirement Verification Attached.  
Memorandum from Stephanie Manis, 3/27/92

These instructions apply to all prior and future accumulations of the series.

Schedule # 94-0013

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy [Signature]</i>	10/8/91	<i>Yickie Baker</i>	10/08/91
420591-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	See signature sheet
		Secretary of State/Designee	Attached
		Attorney General/Designee	



MICHAEL J. BOWERS  
ATTORNEY GENERAL

The Department of Law  
State of Georgia  
Atlanta

30334

MAR 30 1992

GENERAL SERVICES  
132 STATE JUDICIAL BUILDING

TELEPHONE (404) 656-3300

FAX (404) 651-9148

M E M O R A N D U M

March 27, 1992

To: Ms. Vickie Oakes  
Records Management Officer  
Department of Education  
General Services Section

From: Stephanie B. Manis *SBM*  
Deputy Attorney General

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This is in response to our recent discussions concerning an appropriate records retention schedule for the materials of the Education Leadership Academy. I understand that the records are in four general categories: administration, evaluator training, leadership and staff development and program. These records focus on an extensive training program to train evaluators who then go into the school system and evaluate certified personnel. The Leadership Development does management training for supervisors and superintendents.

After consultation with appropriate professional personnel, you have recommended a retention schedule of five years for the Leadership Development files and two years for the remaining records. Given the nature of these records and their likely need for retrieval, I believe your suggested retention schedule is reasonable and appropriate. If you have any questions or wish to discuss this matter, please feel free to contact me at 651-9452.

**Approval Signature Sheet**  
**Records Retention Schedule**  
**Application #920501-01**

SBM:ds

Sheet 3 of 4

**Schedule Number:** 94-0013  
**Effective Date:** 08/23/9

annotation by Ga. Department of Archives and History - RGS 1/23/95